



Miles for Wellness

Challenge 11

Walking on the Wild Side: A Zoo Trail

Team Instructions

Please read ALL instructions carefully.
For additional information or questions, please email
Katherine.hilliard@nc.gov.

PURPOSE

The purpose of Miles for Wellness, a "Move More" team competition sponsored by the Benefits, Rewards & Wellness Division of the NC Office of State Human Resources, is to encourage and support employees to increase their level of physical activity above their current daily step totals. The goal is 10,000 steps, or the equivalent of five miles, which should be achieved most days of the week. Each themed challenge provides participants with a *virtual* trail to walk. The theme for this challenge is a hike to some of the most prominent zoos in the United States, starting with our own NC Zoo in Asheboro. We begin with the NC Zoo because this marks the 40th anniversary of the largest natural habitat zoo in the world!

TEAMS

Each agency/university/school system wellness leader or designee is asked to help coordinate the formation of teams, with each team consisting of a maximum of 10 members (one Team Captain and nine team members). A team is allowed to have less than 10 members. However, please note that fewer than 10 members will reduce the team's chances of placing competitively in the competition. There is no limit on the number of teams a state entity can register in this event. To register a team, go to MilesforWellness.nc.gov.

Each team should pick a team name unique to their location, worksite, or job characteristics. Be creative!

BASIC EVENT RULES

1. Team Captains are responsible for the acquisition and maintenance of Liability Waiver forms from each participant. **All signed participant Liability Waiver forms should be kept on file by the Team Captain.** The Liability Waiver can be found at MilesforWellness.nc.gov.
2. Each team's Walking Division designation will automatically be determined by the average weekly step total calculation on the Captain Spreadsheet as step totals are entered. These will be checked for accuracy throughout the challenge by the Program Administrator. Please note:
 - a. Team designations allow teams to only compete against teams within their own division which are comprised of teams with similar abilities.
 - b. The Program Administrator has the right to change team designations at any point in the competition, as needed, in keeping with 2.a. above.
3. There will be no substitutions or additions of participants after Week Two of the event start date. If a team member drops out of the competition after Week Two (April 20), that team member cannot be replaced and the remaining team members will continue the team effort.
4. **This is a pedometer based event; however, conversions are allowed.** Conversions for activities such as cycling, swimming, elliptical use, etc. are allowed and should be converted using the Exercise Conversion Table provided at MilesforWellness.nc.gov. This conversion chart is taken from recommendations by the Centers for Disease Control, American College of Sports Medicine, and the Office of State Human Resources guidelines. Any participant using exercise conversions should list those activities/conversions on their participant spreadsheet for tracking and accountability. The Team Captain is responsible for verification of the activity and conversions. Note: The use of conversions is subject to denial by the Program Administrator.

5. If someone should miss wearing their pedometer for a day, they are asked to use a previous set of step numbers that most closely represents the activities of that day for that total.
6. Participants are expected to notify their Team Captain weekly of their step totals.
7. Upon completion of the challenge, Participant Spreadsheets and the Captain Spreadsheet should be kept by the Team Captain until winning teams have been announced. **Winning teams must be able to supply both Participant and Captain spreadsheets for confirmation purposes.** The Program Administrator will notify the Team Captain if signed copies are required.
8. All team documentation must be kept until team rankings are tallied and closed by the Program Administrator.

IMPORTANT DATES TO REMEMBER

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| ➤ Team Registration: | March 1-31, 2015 |
| ➤ Start Date of Competition: | Monday, April 6, 2015 |
| ➤ First submission of Steps: | Wednesday, April 22, 2015 |
| ➤ Second Submission of Steps: | Wednesday, May 6, 2015 |
| ➤ Third Submission of Steps: | Wednesday, May 20, 2015 |
| ➤ Final Day of Competition: | Sunday, May 31, 2015 |
| ➤ Final Submission of Steps: | Wednesday, June 3, 2015 |
| ➤ Winners Announced: | Wednesday, June 10, 2015 |

STEP SUBMISSIONS & SPREADSHEETS

1. Step submissions will be recorded by the Team Captain every two weeks through a link provided to Team Captains by the Program Administrator.

* With the Easter Holiday occurring at the beginning of competition, Team Captains are encouraged to provide their team members with their Participant Spreadsheets in advance of the holiday. With the Memorial Day Holiday taking place near the end of the competition, taking into consideration that it may be difficult to obtain steps from team members who may be on vacation, Team Captains are encouraged to make arrangements with those employees in order to collect all final step submissions by the close of business on June 3rd. **Final submissions received after June 3rd will not be eligible to win.**
2. Please note: Team Captains should only use the Miles for Wellness Challenge 11 "Walking on the Wildside: A Zoo Trail" Captain Spreadsheet for collection of team steps. No other spreadsheet will be accepted for use by the Team Captains. No computation is necessary on the spreadsheet because the document will do the math for you. So relax, enjoy your walk, and record those steps!
3. All participants must keep a hardcopy log (Participant Spreadsheet) of their final step totals until after the winners are announced. **Winning teams that cannot produce documentation (Participant and Captain spreadsheets) to support their participation will be disqualified.**

PEDOMETERS

Participants should use their own pedometers, if possible. Major discount stores and other locations have pedometers that are reasonably priced. This program is not prepared to provide pedometers to participants. The NC Office of State Human Resources has limited pedometer resources to use for those who cannot afford the cost of a pedometer. Team Captains should contact the Program Administrator for these extreme circumstances.

REMEMBER: Every step counts! No matter your speed – just do it!
Your body will thank you for taking the time to be active!

Can't get out of the office to walk? Then walk inside, as seen here in this [desk-side fitness video](#).

